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| 39375 Gary St #P, Sandy, OR 97055 • 970.986.2292 • kcwhitaker@yahoo.com | | | |
| Krista Russell | | | |
| Objective | | | |
| Seeking a position that will contribute my skills and background to the growth of the company and that can provide future advancement and learning. | | | |
| Experience | | | |
| 4/2004-6/2012 | | Stonehaven Inn | Fruita, CO |
| Owner/Operator  * Responsible for day-to-day operations including cleaning, answering phones, cooking, filing tax reports, marketing/advertising, and web site maintenance. | | | |
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| 2/2005-7/2009 | | First American Heritage Title Company | Grand Junction, CO |
| Title Examiner  * Perform title examinations; type commitments, listing packages, and policies; assist management with special projects. | | | |
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| 11/2001-3/2004 | | Toshiba America | Irvine, CA |
| Marketing Coordinator  * Trade show coordination, sales staff support, demo equipment management, database upkeep, mailings, and sales literature management for security cameras. Worked with 3rd party vendors, selected bundles, and photographed items for digital camera web site. Maintained sales numbers on reports to Toshiba Japan. | | | |
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| 3/1997-6/2001 | | Batky-Howell, Inc. | Englewood, CO |
| Direct Marketing Coordinator/Manager, January 1999-July 2000  * Project coordinator of catalog and postcard mailings. Worked with graphic designers, printing house, mail list companies, and mail house. Responsible for entire marketing campaign from initial design to tracking results and costs. Created internal mailing lists using Word mail merges. Also responsible for web page positioning, web site updates and changes, trade show and web advertising research.  Accounting Clerk, May 1997-December 1998  * Accounts receivable, accounts payable, collections, and payroll.  Recruiter, March 1997-June 2001  * Create and place ads, screen resumes, interview, and check references; job fair research and coordination. Created and executed entire recruiting process.  Human Resource Administrator, July 1997-June 2001  * New hire orientations and paperwork, personnel record keeping, benefits administration, termination processing. Also managed administration of human resource policies, procedures, and programs. | | | |
| Education | | | |
| 09/1985-03/1990 | Portland State University | | Portland, OR |
| * B.S., Psychology, March 1990. | | | |
| References | | | |
| References are available on request. | | | |